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STAFF REPORT

BOARD MEETING DATE: February 24, 2015

DATE: February 4, 2015
TO: Board of County Commissioners
FROM: John Listinsky, Director of HR/Labor Relations
328-2089, jlistinsky@washoecounty.us
THROUGH: Joey Orduna Hastings, Assistant County Manager
328-2000, jhastings@washoecounty.us
SUBJECT: Recommendation to approve a request to reclassify a vacant Office Support Specialist, pay grade H, to a Benefits Specialist, pay grade K (Human Resources) as evaluated by the Job Evaluation Committee. Net annual cost of this action is estimated at \$13,202. (All Commission Districts)

SUMMARY

Recommendation to approve a request to reclassify a vacant Office Support Specialist, pay grade H, to a Benefits Specialist, pay grade K (Human Resources) as evaluated by the Job Evaluation Committee. Net annual cost of this action is estimated at \$13,202.

Washoe County Strategic Objective supported by this item: Valued, engaged employee workforce.

PREVIOUS ACTION

Periodically, the Board approves reclassifications as necessary during the fiscal year to support department reorganizations and realignment of resources to improve efficiency and effectiveness.

The Job Evaluation Committee (JEC) meets at least once a month to evaluate new positions and reclassification requests from departments within the County. Appeals and management level requests are sent to the HAY Group for review and evaluation.

On January 13, 2015, the Board approved reclassification requests of an Office Support Specialist to an Account Clerk (CSD), a Department Computer Application Specialist to a Department Systems Specialist (Sheriff's Office), Program Assistant to a Community Outreach Coordinator and an Administrative Assistant II to an Assistant to the County Manager (both in the County Manager's Office); and approved the removal the job classifications of Department Computer Application Specialist and Department Computer Specialist from the Washoe County Classification Plan.

AGENDA ITEM # 6F

On December 9, 2014, the Board approved reclassification requests of a Library Assistant II to a Library Assistant III (Library), an Engineering Inspector to a Water and Sewer Project Inspector Supervisor (Community Services), upgrades to the Forensic Investigator I and II class series from pay grade H and J to J and L respectively (Sheriff's Office); and a new intermittent hourly Account Clerk (Treasurer).

On October 28, 2014, the Board approved a reclassification request of an Office Support Specialist to an Administrative Assistant I (Manager's Office), a vacant Custodial Worker to an Administrative Secretary Supervisor and a Water Rights Manager to a Water Management Planner Coordinator (Community Services).

On June 17, 2014 the Board approved reclassification requests submitted and evaluated during the annual budget process.

BACKGROUND

Job evaluation and position classification are core processes at the heart of the County's classification and compensation plans. These processes ensure that employees are paid consistently with respect to the responsibilities they are assigned and the work they perform. The classification and compensation plans and associated salary structures form the infrastructure that compensates employees in a manner that is both internally equitable and externally competitive in furtherance of the concept of equal pay for equal work. The Department of Human Resources is responsible for working with county departments to ensure that job documentation reflects current job content.

Nevada Revised Statutes require provisions for the classification of all county positions, not exempt from the merit personnel system, based on the duties, authority and responsibility of each position with adequate provision for reclassification of any position whatsoever whenever warranted by changed circumstances. Washoe County Code and Board approved guiding principles (approved February 2002 and March 2003) define the job reclassification process to include the process for requesting classification and reclassification reviews. Also, employee association agreements contain provisions for classification and reclassification (e.g.: WCEA Articles 28, 35 & 47).

Department heads and managers are responsible for managing the classification and compensation plan adopted by the Board, to include first striving to ensure that assigned duties and responsibilities are commensurate with the job classification to which positions, and thus employees, are assigned. Department heads are also required to review and assess job duties proposed for reassignment prior to reassignment of those duties.

Reclassification of Existing Positions:

Department	Current Job Class	Recommended Job Class	Annual Cost
Human Resources	Office Support Specialist, pay grade H (\$19.46 - \$25.28)	Benefits Specialist, pay grade K (\$23.26 - \$30.27)	\$13,202

Human Resources

Health Benefits has enhanced technology usage in the Health Benefits program including paperless health plan open enrollment, Employee Self-Service (ESS) Life Work Events, and moving retiree data into SAP from a manually maintained Excel spreadsheet in the last year. We have not had sufficient staffing to test the reporting capabilities of SAP so the stand-alone system can be eliminated. Additionally, other process improvements recommended in the 2012 health audit, such as improvements in the Retiree Health Benefit Program (Medicare education and more plan offerings), also increased technology usage, but improved administrative documentation has not yet been implemented. There has been insufficient staffing to provide value-added services such as more benefit offerings for the active and retiree population including benefit or wellness education and retirement planning workshops. Customer service is a significant part of the program and the Office Support Specialist position is limited to the level of complex problem resolution it can handle. Upgrading the position from an Office Support Specialist to a Benefits Specialist will enable Health Benefits to better assist plan participants in problem resolution of claims, eligibility, plan/dependent changes and enrollment issues.

FISCAL IMPACT

The estimated additional annual cost of the Benefits Specialist is \$13,202. The current fiscal year costs will be absorbed within the existing FY 14/15 budget. This position will be funded 100% by the Health Benefits Fund which is a special revenue fund (cost center 180600).

RECOMMENDATION

Recommendation to approve a request to reclassify a vacant Office Support Specialist, pay grade H, to a Benefits Specialist, pay grade K (Human Resources) as evaluated by the Job Evaluation Committee. Net annual cost of this action is estimated at \$13,202.

POSSIBLE MOTION

Should the Board agree with staff's recommendation, a possible motion would be:

Move to approve the request to reclassify a vacant Office Support Specialist, pay grade H, to a Benefits Specialist, pay grade K (Human Resources) as evaluated by the Job Evaluation Committee. Net annual cost of this action is estimated at \$13,202.